

High Consequence Pathogen (HCP): COVID-19 Dedicated COVID-19 Unit Checklist

KEY CONTACT INFORMATION	
Patient Care Manager	
Unit Clinical Educator/APN	
Infection Prevention and Control (IP&C)	Pager ID: 4327 (24/7)
Occupational Health and Safety Healthy Workplace Policy: OHS Clinic pager (1700-1900hrs) Exposures (1900hrs-0700hrs)	x4175 Pager ID: 7557 x4325 (Shift Manager)
Environmental Supervisor	x4555 Pager ID: 1025 (24/7)

PREPAREDNESS:

√	REVIEW
	Access resources from the Sunnynet High Consequence Pathogen Toolkit (PPE doffing signs, Toronto Public Health Self Isolation fact sheets)
	Order Droplet and Contact Precautions room signs (PR 60368)
	Check the version number of this preparedness checklist (located in the page header) to ensure your kit contains the most up-to-date version; the most recent version is posted on Sunnynet (sunnynet.ca/coronavirus > High consequence pathogen toolkit > High Consequence Pathogen (HCP): COVID-19 Dedicated Inpatient Unit Checklist)
	Review PPE donning/doffing video (Sunnynet.ca/coronavirus >Resources>Donning and Doffing Instructional Video)
	Review PPE Conservation Video (sunnynet.ca/corona virus > PPE conservation strategies)
	Review PPE Selection Guide (sunnynet.ca/coronavirus > Resources > PPE Selection Guide)
	Review Transfer of Accountability Escalation process and TOA Tool [PR14126]
	Review the dedicated COVID-19 website (sunnynet.ca/coronavirus)
	Read the Guidance Document for Aerosol Generating Medical Procedures with High Consequence Pathogens and Protected Code Blue process map

√	ROOM SET UP
	Post <i>Droplet and Contact</i> Precautions sign on the door (PR 60368)
	Ensure negative pressure rooms on unit are smoke tested before use, and tested daily thereafter <ul style="list-style-type: none"> ✓ Submit maintenance request for daily smoke testing ✓ Check the log posted at the side of the door to verify testing completed
	Ensure the following PPE is available on the unit: <ul style="list-style-type: none"> ✓ N95 (different sizes/types for Protected Aerosol Generating Medical Procedures [AGMP] only) ✓ Surgical mask, procedure mask, PCM 2000 mask, or mask with integrated visor ✓ Gowns ✓ Gloves ✓ Face shield (eye protection)
	Post the doffing procedure sign in the anteroom or on the inside and outside of the door to the room, if no anteroom
	Contact Environmental Services (EVS) to place Stericycle garbage bins inside the anteroom and/or outside the room (extension 4555)
	Set up soiled linen cart in the anteroom or outside room
	Inform Linen Services of need for increased linen/gown stock on unit (extension 4555)
	Ensure disinfectant wipes are available inside the room and anteroom
	Ensure hand sanitizer is available, full and operational within the room, inside the anteroom and outside the room

DURING PATIENT ADMISSION:

√	STAFF
	All clinical staff to don and doff uniform/work apparel within the facility
	Ensure staff are aware of their up-to-date fit-tested N95 respirator type and that these are available on the PPE cart for Protected AGMPs
	No students are to care for a confirmed/suspected case
	No agency observers are to care for a confirmed/suspected case
	Agency nurses may be assigned to these patients provided they have reviewed the information and education material provided to the agency by Sunnybrook (agency nurses are not to participate in AGMPs)
	Ensure Transfer of Accountability completed verbally or written* (*see escalation process) using the approved TOA Tool (PR 14126)

	Assign a PPE buddy (e.g., team leader, charge nurse, modified worker, etc.) for each shift to observe donning and doffing of PPE for each entry
	EVS to provide extra staff on unit (dedicated to extra cleaning of common areas and frequently touched surfaces)
	Consider calling the patients before you enter the room to ensure you have everything you need
	Restrict non-essential staff from entering patient rooms
	<u>AVOID</u> unnecessary entries into patient room (consider care needs carefully to minimize the number of entries required)
	Remind staff to be aware of media attempts to get confidential information about patients (e.g., posing as someone else over the phone; see patient confidentiality section below)

√	EQUIPMENT
	Use TempaDots to measure temperature
	Ensure bedside table and overbed table in room
	Dedicated equipment to stay in room for the duration of the admission; any equipment leaving a patient room must be double cleaned prior to being used on another patient.
	For non-ventilated patients, ensure a surgical mask is hanging on the oxygen regulator in the room. Should the patient require chest compressions, this is to be applied to patient's face prior to starting chest compressions
	Set-up oxygen regulator and suction cannister and tubing to be ready for use
	Ensure an ambu-bag (bag-valve-mask) is readily available on the unit

√	EQUIPMENT
	<p>A disposable stethoscope should remain in room for the duration of each patient’s admission; this stethoscope must be discarded when the patient is discharged or transferred.</p> <ul style="list-style-type: none"> ✓ Stethoscope use tips: <ul style="list-style-type: none"> ○ Only conduct chest auscultation if deemed absolutely necessary (if a CXR is completed, chest auscultation may be less important) ○ Disinfect the disposable stethoscope with hospital-approved disinfectant wipes before and after use ○ When using the dedicated stethoscope, auscultate early in your assessment and BEFORE contact with the patient (so gloves are not contaminated) ○ If chest auscultation is determined to be necessary during clinical care, doff gloves, perform hand hygiene, and don a new pair of gloves prior to disinfecting stethoscope ○ Be careful not to disrupt PPE or touch face when using disposable stethoscope
	Do not bring unnecessary items into patient rooms (e.g., pens, charts, personal stethoscope, jewelry, etc.)

√	SPECIMENS
	<p>Collect appropriate swab or other respiratory sample, as indicated, to test for COVID-19:</p> <ul style="list-style-type: none"> • ensure lids of any specimens collected are securely tightened; samples that are leaking will not be tested
	<p>All respiratory microbiology specimens (e.g., MT swab, sputum, BAL, etc.) must be hand delivered to the Microbiology lab (B1)</p> <ul style="list-style-type: none"> • after hours, please leave respiratory samples in the appropriate storage conditions (e.g., fridge, incubator or room temperature incubator just inside the entrance)
	Core Lab specimens (e.g., routine bloodwork) and non-respiratory microbiology specimens (e.g., stool, urine, wound swab, etc.) may be sent via the pneumatic tube system

√	PATIENT CARE/VISITORS		
	CXR's are to be performed by portable machine only		
	If urgent imaging other than CXR (e.g., CT Chest) is required, notify Medical Imaging and Patient Transport so they use the appropriate PPE		
	If patient must be transported, wear the following PPE:		
	CLINICAL STAFF ✓ Gown ✓ Surgical Mask ✓ Face Shield ✓ Gloves ✗ Do not touch surfaces	PORTERING STAFF ✓ Gown ✓ Surgical Mask ✓ Face Shield ✓ Frequent hand hygiene ✗ Do not wear gloves	PATIENT ✓ Ear loop mask, if possible
	Access to interpreter: Client ID # _____ and provide the patient's room extension number		
	Use cohorting algorithm to determine patient eligibility for cohorting if fewer than 3 PUI beds available on unit.		
	No visitors allowed in the room for PUIs or confirmed COVID patients		

DISCHARGE OF POSITIVE/SUSPECTED CASE:

√	DISCHARGE PROCESS
	Follow the steps in the ' discharge checklist for COVID-19 positive patients or PUIs – Bayview only ' to ensure a safe discharge of the patient (http://sunnynet.ca/data/1/rec_docs/32156_COVID19_Discharge_Checklist_-_April_7_2020_FINAL.pdf)

√	ENVIRONMENTAL CLEANING
	Contact EVS Supervisor at ext. 4555 or pager ID 1025 (24/7) to notify of discharge of positive/suspected case of COVID-19
	Dispose of any trash remaining on top of PPE cart (e.g., opened PPE packaging) and clean entire exterior of PPE cart, with a focus on high touch areas (e.g., top of cart, cart handles, etc.)
	Dispose of all consumable products in the room and anteroom
	A 2-stage clean is to be performed for Droplet and Contact Precautions

DEATH OF A SUSPECTED OR CONFIRMED CASE

√	HANDLING OF BODY
	Place deceased into body bag and place patient identification on toe and zipper of bag (ensure zipper is at the foot of body)
	Label body bag with “COVID-19” at the foot of the body
	Wipe the outside of the body bag with hospital-approved disinfectant wipes
	Request transfer to Morgue on BMS; indicate if COVID-19 positive or PUI

Standard Practice Reminders:

**If you are sick with a respiratory or gastrointestinal illness, do not report to work and contact OH&S at ext. 4175

**OHS N95 fit testing can be arranged via ext. 7854 or by booking [online](http://sunnynet.ca/Booking.aspx?cid=126056&lang=1) (http://sunnynet.ca/Booking.aspx?cid=126056&lang=1)

Official Information for Patients and Families

Sunnybrook.ca/coronavirus is Sunnybrook’s official information page for patients and their families. This webpage contains up-to-date information, answers to frequently asked questions, and links to Toronto Public Health and the Government of Ontario’s websites. If a patient or family member has questions about COVID-19, please direct them to this webpage.

Patient Confidentiality

The COVID-19 outbreak has generated significant media attention and curiosity from members of the public. Pursuant to Ontario’s Personal Health Information Protection Act (PHIPA), Sunnybrook and its staff must take steps to protect patient's personal health information from unauthorized access and disclosure. All inquiries related to a Person Under Investigation (PUI) or confirmed case of 2019-vCoV in your care should be directed to the Office of the Patient Experience (OPE) at 416-480-4940. The name and location of the patient should not be disclosed to any caller or member of the public, under any circumstances.